



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: June 21, 2023

JOB VACANCY MEMORANDUM NO. 23-12

TITLE: Clerical Supervisor II, RMS Section

ELEMENT OF ASSIGNMENT: RMS Section

PAY RANGE: 16

STARTING MONTHLY SALARY: \$4,156

VACANCY STATUS: Anticipated

EXPIRATION DATE: July 5, 2023

REQUIREMENTS:

To direct and supervise the work performance of personnel assigned within the RMS Validation Section.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Supervise, schedule, and monitor work assignments to ensure accuracy and adequate levels of service.
2. Train employees to ensure adequate employee performance standards are met; cross-train members to provide relief support.
3. Perform administrative duties such as timekeeping, work scheduling to maintain a sufficient work force to handle workload, personnel matters, disciplinary action, selection processes, performance evaluations, etc.
4. Provide direction to personnel with routine questions, paperwork, and complaints.
5. Perform duties in the RMS Validation Section when required to maintain adequate level of staffing and service.
6. Maintain section equipment and supplies.
7. Perform special assignments, such as composing memorandums and revising manuals, in addition to assisting with department and outside agency requests.

8. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime, weekends and/or holidays with necessary.
9. Perform related duties as required.
10. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and task other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the American with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of the position, the incumbent must possess a high school diploma or equivalent. One-year supervisory experience and previous computer-based data entry experience is preferred.

Physical Requirements: Duties are primarily sedentary, sitting at a computer 80% of the time and utilizing other office machines and a telephone 20% of the time. Other physical requirements are associated with filing; lifting up to 20 lbs. occasionally, bending, stooping, and kneeling.

Job Location: (Place where work is performed.)

This position operates in a standard office environment approximately 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer and printer
- Telephone
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Clerical Supervisor III, Regina Wagner – RMS Section** by no later than **JULY 5, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **JULY 5, 2023**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a Clerical Test (75% accuracy), Data Entry Test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lamport
Captain Edward Lamport
Commander, Employment Unit